

NOTICE

N [REDACTED]
LOGISTICS
1954

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NO. [REDACTED]

USE OF PASSENGER VEHICLE SERVICE

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(Reference: Notice [REDACTED])

1. The records of the Headquarters Motor Pool indicate that chauffeur-driven sedan service is being utilized extensively between points which are on or in the vicinity of the regularly scheduled Agency shuttle bus routes. The extent of such usage establishes the probability that many of these trips are unauthorized inasmuch as passenger sedan service to points on or in the vicinity of regularly scheduled Agency shuttle bus routes is authorized to only a few high level Agency personnel. Use of vehicles in the manner indicated above by persons not authorized chauffeur-driven sedan service between such points has resulted in delay or cancellation of requests for authorized service to points not on or in the vicinity of the Agency shuttle bus routes.

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2. Strict compliance with paragraph 3.b.(2) of Notice [REDACTED] dated 22 December 1953, is essential in order for the Headquarters Motor Pool to promptly and efficiently service requests for authorized trips with its present fleet of chauffeur-driven vehicles. Paragraph 3.b.(2) of this Notice states:

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"Requests for motor pool service will not be made for the transportation of employees between points on or in the near

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vicinity of the regularly scheduled shuttle routes, except when such service is for the personal use of Deputy Directors, the Director of Training, the Assistant Director for Communications and their Deputies (hereinafter referred to as Chiefs of Major Components); and Assistant Directors in the Office of the Deputy Director (Intelligence), Chiefs of Offices in the Office of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions in the Office of the Deputy Director (Plans) (hereinafter referred to as Operating Officials), and their Deputies."

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3. Paragraph 4.a.(1)(b) of Notice [REDACTED] states that requests for vehicular support will be made only by designated representatives of the office or activity concerned and that the name, title and phone extension of such personnel will be submitted to the Chief, Highway Branch, Transportation Division, Logistics Office. The Director of Training, the Assistant Director for Communications, the Assistant Director for Personnel and Operating Officials (as referred to in paragraph 3.b.(2) of N [REDACTED] shall be responsible for ensuring that personnel designated by them to contact the Headquarters Motor Pool do not request service in violation of the provisions of paragraph 3.b.(2) of the Notice quoted above.

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